

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

SUPERINTENDENT CERTIFICATE PREKINDERGARTEN-12

CERTIFICATE IS REQUIRED FOR SUPERINTENDENTS, ASSISTANT OR ASSOCIATE SUPERINTENDENTS, DISTRICT CHIEF EXECUTIVE OFFICERS REGARDLESS OF TITLE, AND OTHERS WITH SIMILAR DISTRICT-LEVEL ADMINISTRATIVE DUTIES. IN SCHOOL DISTRICTS WITH A STUDENT POPULATION OF FEWER THAN 600, A SUPERINTENDENT CERTIFICATE SHALL NOT BE REQUIRED UNTIL JUNE 30, 2005.

➤ **All requirements for the Superintendent Certificate must be met.** The certificate is valid for six years and is renewable. **Fees are not refundable.**

1. A Master's degree or higher from an accredited institution. Official transcript(s) required.
2. 60 graduate semester hours from an accredited institution. Official transcript(s) required.
3. Option A or B:

Option A:

1. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administration courses.
2. **Three years** of verified full-time teaching experience in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.)
3. A practicum as a superintendent or **two years** of verified full-time experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify experience.)

Option B:

1. A valid superintendent certificate from another state.
4. A passing score on the **superintendent administrator portion** of the Arizona Educator Proficiency Assessment.
5. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.

NOTE: If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution, you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the requirement.

1. Arizona Constitution (a college course or the appropriate examination).
2. U.S. Constitution (a college course or the appropriate examination).

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.